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**WASHINGTON STATE  
OFFICE OF PUBLIC DEFENSE**

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**TO:** County Officials

**FROM:** Joanne Moore, Director

**DATE:** October 19, 2005

**RE:** PROCEDURE FOR CLAIMING AGGRAVATED MURDER COSTS

The Extraordinary Criminal Justice Costs Act establishes a procedure for counties to request reimbursement for costs incurred in aggravated murder cases. Enclosed are instructions and a petition form for applying for aggravated murder case cost reimbursement for 2005. The petition consists of a petition form with data table, two declaration forms for salaried employee costs (Forms A and B), and declarations for court-ordered or contracted services and goods purchased (Forms C through M).

**Counties cannot be reimbursed for expenses not set forth on the table and/or not documented with supporting materials.** Please read the "Preparing the Petition" section in the instructions carefully. In order to better organize the massive amounts of material submitted by counties, we are requiring that petitions follow a standard tabbed format.

Pursuant to the Extraordinary Criminal Justice Costs Act, the petition is submitted to the Washington State Office of Public Defense (OPD), which will consult with the Washington Association of Prosecuting Attorneys and the Washington Association of Sheriffs and Police Chiefs to develop a prioritized list for the Legislature. The petition deadline is December 12, 2005.

Supplemental petition information for November and December 2005 expenses can be submitted to OPD by January 11, 2006.

OPD has received a number of public disclosure requests in the past for copies of the counties' petitions, so **it is important to black out or delete personal information and information from legal and health care providers detailing the content of their services** in order to protect these records from inappropriate disclosure.

Copies of the forms are available at [www.opd.wa.gov](http://www.opd.wa.gov). Please call Kelly Sawka at (360) 586-3164, ext. 101 if you have any questions or would like to discuss the petition process.

Enclosures